

Orlando Diocesan Council of Catholic Women

Lake Yale Leadership Symposium

Treasurer's Workshop

July 18 - 19, 2015

Presented by:

Kathy Leigh ODCCW Treasurer

Notes Revised - January 19, 2016 by Kathy Leigh

The information below is to assist all Treasurers of the Council of Catholic Women in maintaining financial records of the organization at the affiliations or deanery levels.

1) RECORD KEEPING

- a. Prepare a budget as a new term of office begins. Most council officer terms are two years. Each budget category line should be established for two years. A committee of the past and present Presidents and Treasurers meet at the beginning of the fiscal year to accomplish this task. The previous budget showing the actual figures for the last two years is used as a guide. The new budget is presented to the membership for their approval at the first meeting of the council in the fall.
- b. Keep a general ledger of your accounts. (general ledger w/balance sheets will be available on the ODCCW website)
- c. Deposit all checks and cash in a timely manner (at least weekly). Do not hold checks or cash. Affiliations should follow the direction of their parish business manager in regards to deposits.
- d. All checks from your deanery or affiliation should be issued to a person, business name or a charitable organization, never a **project** for example; Hugs for the Homeless, Focus 11 etc.
- e. Since the Orlando Diocesan Council of Catholic Women is required to file 990 tax returns it is vital to issue checks correctly. All **charitable contributions** must be issued in the name of a 501©3 organization recognized by the Internal Revenue Service. Affiliations should follow the direction of their parish business manager when issuing checks for charity.
- f. Expense Forms are used to request a check for a charitable contribution or expense. Be sure the person requesting the check completes this form and signs it. It should then be approved by the President and signed. Complete the form as indicated, attach any supporting documentation—invoice, receipts, etc. and file for your records. This information and a copy of your monthly meeting minutes will be needed for audit(a copy of monthly meeting minutes should be sent to your parish business manager also) Expense forms are available on the ODCCW website
- g. Monthly Treasurer's report is to be presented at your monthly affiliation meetings and a copy presented to the Spiritual Advisor. A copy should also be submitted to your Parish business manager.
- h. Bank Statement – open correspondence and reconcile each month's statement. Attach any deposit slips, bank correction notices and voided checks for that month. A copy

should also to be sent to your parish business manager on a monthly basis. Bank statements are required for annual audits as all levels.

2) DUES

- Affiliation dues are collected and deposited in the affiliation account.
- The NCCW dues notice is mailed by the national office to the affiliation President on record. The notice may be mailed to the past president, if the current President's name was not submitted to their office. Presently, the Affiliation dues are \$100.00. The dues are payable January 1st of each year. Please fill out the form, make your check payable to NCCW and send to the ODCCW Treasurer so that it can be recorded in the ODCCW records. The ODCCW treasurer will then mail the checks to NCCW. If you do not receive your invoice contact NCCW at nccw01@nccw.org or call them at 1-800-506-9407.
- Send dues for ODCCW to the Deanery Treasurer by November 1st. Make check payable to **ODCCW, Inc** Diocesan dues are \$.75 per member based on last year's membership numbers.
- Send Deanery dues as indicated in your bylaws to you deanery treasurer when due. Make check payable to your deanery.

3) CHARITABLE CONTRIBUTIONS

- All checks must be issued to a business name or a charitable organization, never a project for example; Hugs for the Homeless, Focus 11 etc.
- Since the Orlando Diocesan Council of Catholic Women is required to file tax returns it is vital to issue **checks correctly**.
- All *charitable contributions* must be issued in the name of a 501C3 organization recognized by the Internal Revenue Service. Affiliations need to follow the direction of their parish business manager in regard to charities.
- Please see the attached list for the remit addresses of previous ODCCW charitable organizations.

4) QUARTERLY REPORTS

- The Quarterly Report is a list of *all* charitable cash contributions given locally, nationally and internationally and is requested to be reported to your deanery treasurer. The report will then be compiled at the deanery level and then sent to the ODCCW Treasurer to be compiled for Convention to show what has been donated overall by affiliates, deaneries, and ODCCW. **It was decided at our annual convention in 2015 that the charitable contribution quarterly reports would be done on a calendar year basis. Reporting should be completed as follows:**

1st quarter: January 1st to March 31st
2nd quarter: April 1st to June 30th
3rd quarter: July 1st to September 30th
4th quarter: October 1st to December 31st

each quarter. PLEASE NOTE: This report is now for Cash Charitable Contributions ONLY.

- The Deanery treasurer compiled report of the collective affiliations is due to the ODCCW treasurer by the 25th of February each year to be included in the ODCCW Convention Reports. These reports should be in electronic format and sent to the ODCCW treasurer via email.

5) COMMUNICATION

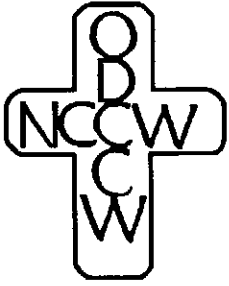
- Keep in touch with your Deanery Treasurer on a regular basis
 - Compare notes and contributions
 - Ask questions and seek advice
 - Watch for discrepancies
 - Check and answer emails or text messages you may receive on a daily basis if at all possible.
- Electronic communication has become a vital source for all councils.

6) FINAL REPORTS

- Your books will have to undergo an audit at the end of your term or as your parish requires. You will need to supply the auditor with the up to date General Ledger, reconciled bank statements, Check Request/Expense forms, and all meeting minutes for the two year period. All audit documentation should be in a file or notebook in chronological order.

For clarification on the above information please contact:

Kathy Leigh ODCCW Treasurer 2014-2016
445 Drage Drive
Apopka, Florida 32703
Phone 407-536-0117
Crabbekav1@gmail.com



Orlando Diocesan Council of Catholic Women
National Council of Catholic Women

CHARITABLE CONTRIBUTION RECIPIENTS
Address List

Names and addresses of frequent recipients/contact names the ODCCW supports:

NCCW-CRS Works of Peace and Reconciliation are: Water for Life, Help-a-Child, Madonna Plan and Refuge Women Emergency Fund (Website: www.crs.org) are mailed directly to:

Catholic Relief Services
NCCW Works of Peace and Reconciliation
P. O. Box 17090
Baltimore, MD 21203

Catholic Diocese of Orlando (Website: www.orlandodiocese.org) sponsors many programs that CCW supports. The various programs and Directors addresses are listed below. This list is subject to change. At present it will serve as a guide. The phone number for the Diocese is 407-246-4800.

The department of Advocacy and Justice sponsors: Respect Life, Project Rachel, Operation Pull-Ups, Capitol Days at the Capital and various legislative concerns. The contact person is:

Mrs. Deborah Shearer
Catholic Diocese of Orlando
Advocacy and Justice
P. O. Box 1800
Orlando, FL 32802-1800

The Mission Office/Sister Diocese sponsors several programs in addition to general fund that are: Water Filtration Project, Father Ruse Project. The contact person is:

Sister Bernadette Mackay
Catholic Diocese of Orlando
Mission Office
P. O. Box 1800
Orlando, FL 32802-1800

The Catholic Charities office (407-658-1818) also sponsors various programs. Website is: www.cflcc.org. The CCW contact person is:

Karen Beary
Catholic Charities of Central Florida
1771 N. Semoran Blvd.
Orlando, FL 32807

A Safe Haven for Newborns (www.asafehavenfornewborns.com) sponsors the program for newborns whose mothers are unable to keep their child a safe refuge—fire stations and hospitals accept the babies. The main address is 6801 N W 77th Avenue, Suite 404, Miami, FL 33166. Phone number is (305) 882-1304, ext. 103.